

DUTY STATEMENT

DEPARTMENT OF STATE HOSPITALS-PATTON

JOB CLASSIFICATION: STUDENT ASSISTANT/RECREATION THERAPY INTERN.

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the supervision of a certified Rehabilitation Therapist (Recreation), develop and implement rehabilitative programs and services through appropriate patient assessment, treatment, service planning, rehabilitation therapeutic activities, discharge planning and community reintegration by using the principles and practices of Rehabilitation Therapy (Recreation) to develop, maintain, or restore physical, emotional, leisure, and social competencies.

Program Evaluation and Development

30 %

- Attend and participate in, program specific, Rehabilitation Therapy Service, Supervising Rehabilitation Therapists, morning meetings, shift change and other meetings as determined by RT supervisor.
- Attend and participate in clinical meetings and treatment planning conferences as directed. To review clinical matters such as questions about patient treatment cases, unit treatment issues, and other clinical issues as appropriate.
- Be available to Rehabilitation Therapy supervisor for consultation regarding individual patients and input on assessment of patient population, treatment needs, treatment resources, and staff development needs.
- **Under the supervision of a Rehabilitation Therapist (Recreation) develop treatment protocols based on identified patients needs.** Treatment protocols are also based on patient strengths, interests, clinical team input, and assessment.
- Evaluate provided treatment program effectiveness, modify as needed to meet patients interests, and/or treatment goals and objectives.

Assessment, Planning and Evaluation

30 %

- Gather patient assessment information through attendance in shift changes, morning meetings, interdisciplinary teams, group observation, patient interview and chart review.
- **Under the supervision of a Rehabilitation Therapist (Recreation) assess all patients assigned to caseload** for their treatment objective according to policy and prepare written evaluations of each patient to help

coordinate a treatment plan which emphasizes the cognitive, biological, cultural, psychological, social and functional skills the patients will need to overcome barriers to discharge and maximize a successful transition to the planned discharge setting. Complete required Rehabilitation Therapy Assessment(s) per service policy.

- **Under the supervision of a Rehabilitation Therapist (Recreation) document patient progress related to Rehabilitation Therapy Treatment.** Also included in Progress Notes will be recommendations for new treatment goals as appropriate based on overall progress.
- Ensure all Rehabilitation Therapy documentation for patients on caseload is current, accurate, signed/dated and present in the medical record.

Direct Services

30 %

- **Under the supervision of a Rehabilitation Therapist (Recreation) provide required hours for treatment (sessions) to all assigned patients.** Groups will follow the principles of Bio Psycho Social Rehabilitation (BPSR), recognizing and integrating the patient's strengths, interests and therapeutic goals.
- Participate as appropriate in Ward Government and Therapeutic Community to provide information and promote a therapeutic milieu.
- Provide individual or group orientation for all new patients assigned to caseload regarding Rehabilitation Therapy programming.
- Help to inform patients of other special events and activities available to them in the hospital (i.e. monthly birthday parties, concerts, tournaments, religious services, cultural celebrations, etc...).
- Complete and submit necessary paperwork for unit/program activities.
- Organize, promote, and/or coordinate events (i.e. holiday recognition, special events) to enhance the patient's quality of life while hospitalized. In addition, coordinate unit fund expenditures as appropriate. Meet regularly with patient activity coordinator/other patients as appropriate to help plan unit functions and leisure activities.
- Assist in the maintenance of a safe and secure environment through response to alarms, physical assaults, escape attempts, or other major patient related events. Assist in the management of patients conduct; follow standards for inventory of contraband items and adhere to hospital Administrative Directives and policies regarding safety standards.
- Follow all safety standards outlined in the Rehabilitation Therapy Safety Plan, and Infection Control Policy.
- Adhere to all requirements of group/individual session provision in accordance with facility policy and procedure.

Professional, Resource, Training Functions and Other Duties

10 %

- Participate in professional development activities by completing all hospital mandated training as scheduled, attend applicable workshops, seminars, conferences, service off-sites, continuing education, individual study or other avenues of professional development. Attend and participate in all required program/service meetings.
- Provide in-service education to other Rehabilitation Therapy staff as assigned.
- Complete necessary paperwork for purchase of equipment and supplies as appropriate. Purchase, pick up and store all equipment and supplies per policy.
- Identify and bring forth faulty equipment and general facility issues.

2. SUPERVISION RECEIVED

The Recreation Therapy Intern/Student Assistant is under the administrative supervision of the Program Assistant and is clinically accountable to the Rehabilitation Therapist (Recreation) to which they are assigned, and ultimately to the Recreation Therapy Internship Coordinators and Program Director/Chief, Rehabilitation Therapy Service.

3. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

With particular reference to Rehabilitation Therapy (Recreation), the principles, procedures, techniques, trends, and literature of Recreation Therapy services, especially those relating to mental, physical, developmental, or geriatric disabilities; the process of restoration, maintenance and development of capabilities; principles of mental health education; scope and activities of private and public health and welfare agencies; characteristics of mental, emotional, physical, and developmental disorders; current trends in mental health, public health, and public welfare; federal and state programs in these fields.

ABILITY TO:

Utilize and effectively apply required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work place; secure accurate clinical data and record such data systematically; compose clear, accurate and concise reports; interpret statistical data; analyze situations accurately and take effective action; communicate effectively.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to

job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Young Adult (18-29) ☐ Early Adult (30-50) ☐ Late Adult (51-79) ☐ Geriatric(80+)

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of correct methods of TSI.

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Demonstrate knowledge, awareness and competencies of Rehabilitation Therapy modalities Used with the specific forensic population being treated.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Demonstrate awareness of site specific technical competencies.

8. WORKING CONDITIONS

EMPLOYEE/INTERN MUST:

- Adhere to their designated work schedule and follow procedures for reporting absences and tardiness;
- Maintain a professional appearance according to hospital policy;
- Maintain cooperative, professional, and effective interactions with employees,

- patients/clients, and the public;
- Comply with hospital policies and procedures.

The Recreation Therapy Intern is required to work the shift and schedule of their assigned supervisor in a variety of settings throughout the hospital and may be required to work overtime. The Recreation Therapy Intern is required to have an initial health review, and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date

SH 5/28/14